

REFERENCE COPY

FILE: DD
Basic

EXPLANATION: GRANTS

Pursuant to new federal regulations governing the use of federal funds, currently referred to as the Uniform Grant Guidance (UGG), districts are required to adopt written procurement, conflict of interest, and gratuity procedures by July 1, 2016, that conform to federal rules. MSBA has created a new policy to meet this requirement (policy DJFA) and modified this policy as well. A more detailed explanation is included with policy DJFA.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>				
	Board Secretary	X	Business Office	Coaches/Sponsors
	Facility Maintenance		Food Service	Gifted
	Human Resources		Principals	Library/Media Center
	Health Services		Counselor	Special Education
	Transportation		Public Info/Communications	Technology

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DRAFT

GRANTS

Application for Grants

The district directs the superintendent or designee to pursue all grants and other alternative sources of funds, goods and services that are consistent with the district's goals and educational strategies and that will enhance the educational offerings of the district.

All grants must:

- ➔ **1.** Be based on a specific set of internal objectives that relate to the established goals and objectives of the district.
- ➔ **2.** Provide measures for evaluating whether project objectives are being or have been achieved.
- ➔ **3.** Conform to state and federal laws and to the policies of the Board in the execution of the project.

All grant proposals that require the expenditure of district funds shall be approved by the Board before being submitted to the funding agency regardless of the amount of funding involved. Before a grant application is presented to the Board, the superintendent or designee will determine whether the district has the appropriate staff to support the grant project and to maintain accurate records required by the granting entity, as well as adequate resources if matching funds are required.

All grants that involve district property, students or personnel in their capacity as employees are considered district grants and are subject to the requirements of this policy. No individual will use grant proceeds in the district without district permission.

Administration of Grants

Every grant involving the district must have a designated contact for the grant who is an employee of the district to **The superintendent must designate a district employee as the grant contact for any grant involving the district. The designated grant contact will** oversee grant activity and ensure that the appropriate records, evaluations and procedures are used.

All grant funds received must be deposited in district accounts. District policies regarding purchasing, expenditure of funds and employment will be followed when expending grant funds. Staff positions created through grant funding will be filled pursuant to Board policy.

The district will keep accurate records will be kept of all grant expenditures for each grant. An annual report will be provided to the superintendent or designee on the status of the grant programs, participation in the programs and the success of the programs.

Federal Grants

Grants that fund federal programs will be implemented in accordance with the provisions of Board purchasing policies DJF and DJFA, and their accompanying procedures, and Board conflict of interest policies BBFA and GBCA.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 06/13/2005

Revised:

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
GBCA, Staff Conflict of Interest
GCD, Professional Staff Recruiting and Hiring
GDC, Support Staff Recruiting and Hiring

Camdenton R-III School District, Camdenton, Missouri